

**THE ADVISORY BOARD OF ZONING APPEALS
OF THE CITY OF RICHMOND, INDIANA**

PETITION FOR VARIANCE OF DEVELOPMENT STANDARDS

NO. _____

DATE: _____

The Advisory Board of Zoning Appeals meets on the second Thursday of each month at 7:00 p.m. in the City Council Chambers. The Petition for Variance of Development Standards consists of the following items:

- A. General information**
- B. Proposed Written Finding of Fact**
- C. Site Plan**
- D. Signed Responsibility Form**

All petitions must be filed complete, ***IN DUPLICATE***, at least twenty-one days prior to the date of the public hearing at which the petition is to be considered. The presence of the petitioner is mandatory at the public hearing.

A. General information:

Address of property: _____

Legal Description: _____

Owner (recorded): _____

Address: _____ **Telephone:** _____

Email: _____

Agent: _____

Address: _____ **Telephone:** _____

Email: _____

Date acquired: _____ **Zone Classification:** _____

Existing use: _____

Proposed use: _____

Variance requested: _____

Reasons for request: _____

B. Proposed Written Finding of Fact:

Comes now the Petitioner in this matter and herewith presents the following as Proposed Written Finding of Fact in regard to the petition for Variance of Development Standards, BZA _____.

1. The approval will not be injurious to the public health, safety morals and general welfare of the community because:

2. The use and value of the area adjacent to the property included in the variance will not be affected in substantially adverse manner because:

3. The strict application of the terms of the Zoning Ordinance will result in unnecessary hardship in the use of the property because special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district and which do not result from the actions of the owner such as:

and, granting the variance requested will not confer on the owner any special privilege that is denied by the Zoning Ordinance to other lands, structures or building in the same zoning district because:

C. Site Plan:

The Site Plan submitted is to be drawn on unlined paper at an engineering scale, with a north arrow and shall show the following:

1. All property lines.
2. Location of existing building(s).
3. Location of proposed building(s) and/or additions.
4. Location of parking spaces.
5. Existing and proposed dimensions shall be given for the following:
 - a. property lines
 - b. existing building(s)
 - c. proposed building(s) and/or additions
 - d. frontage
 - e. side yards
 - f. front yard depth
 - g. rear yard depth
6. Other pertinent information as requested by the Plan Commission Staff.

I hereby depose and say that all the above statements and the statements contained in all the exhibits transmitted herewith are true:

_____ Petitioner	_____ Address
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STATE OF INDIANA COUNTY OF _____.

Before me the undersigned, a Notary Public in and for the _____ County, State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____ 20_____

Notary Public

My commission expires_____

ADVISORY BOARD OF ZONING APPEALS
RICHMOND INDIANA
RESPONSIBILITY FORM

- ✓ Petition –Completed in entirety, including signed by OWNER and notarized, in duplicate
- ✓ Filing fee of \$50.00, check payable to “City of Richmond”.
- ✓ Include site plan as specified on petition.
- ✓ Return Petition, complete with ALL information, by 18th of month.
- ✓ Plan Department staff prepares Legal Notice of Public Hearing and places the advertisement in local newspaper at least ten (10) days prior to hearing.
- ✓ Plan Department staff mails Notice of Public Hearing to Adjoining Property Owners at least ten (10) days prior to hearing.
- ✓ ***Petitioner or agent MUST be present at hearing.***
- ✓ Hearings are 2nd Thursday of each month at 7:00 p.m. — held in Council Chambers on 3rd floor of Richmond Municipal Building, unless notice has been given for change of date.
- ✓ Board will hold Public Hearing and, in most cases, vote on the case the night of the hearing – three (3) votes are required for official action.
- ✓ Permits for work covered by above actions may be obtained the next working day after BZA approval.
- ✓ I / We agree to allow the Planning Office to place an informational sign in our yard for a minimum of 10 days before the BZA Hearing.

I, the undersigned, have read and understand the above requirements and conditions and will abide by them.

Signature of Petitioner or Agent